

FIRST RESPONDER GUIDELINES!

REMAIN UPWIND, UPHILL OR UPSTREAM OF THE INCIDENT. FROM A SAFE DISTANCE, assess the situation. Use binoculars, if available, to view the scene. Attempt to determine if radiological materials or hazardous substances are present. Observe and note the following:

- Effects on people, animals, and the environment;
- Container types, markings, placards and labels. If available, use the DOT Emergency Response Guidebook for reference;
- Signs of any released or discharged substances and any unusual or pungent odors (move farther away or upwind if you detect an odor and are not positive it is safe);
- Wind direction and prevailing weather;
- Distance and direction of nearby dwellings; and
- Distance and direction of any nearby surface water.

The initial responder shall then make notifications as listed in the preceding pages.

The initial responder shall not enter an area where the responder may become a victim, *even to rescue another*.

Until help arrives, the initial responder should:

- Cordon off the incident area and establish a safe zone. If chemical vapors or flammable/ explosive materials are involved, evacuate all persons from the immediate area and remain upwind of the incident area; if sources of radiation or radioactive materials are suspected to be involved, use the principles of time, distance and shielding to reduce potential exposure;
- Enter the incident area only if properly trained and equipped with appropriate protective clothing and equipment;
- Render first aid to victims; be sure to notify medical personnel if radiation exposure or contamination is suspected;
- Serve as an on-scene communication point;
- Brief the response team leader or incident commander upon arrival.

Initial Assessment/ Information Check-off List

The following information should be provided by the spiller or reporting agency:

Time of call -

Caller Name, Address, & Phone Number -

Vessel/Facility Information:

1. Name
2. Name of Vessel, Railcar/Truck Number or other identifying information
3. Type and size of vessel/facility
4. Nationality (Vessel Only)
5. Location of Incident (Specific)
6. Date & Time of Incident (or when discovered)
7. Type of Incident (Explosion, Grounding, etc.)
8. Pollutants/Substances Released
9. Source of Material Released
10. Estimated Amount Spilled
11. Total Potential Quantity
12. Total Already Released
13. Spill/released Into Air, Ground, Water or Subsurface
14. Weather/Sea Conditions
15. Point of Contact (Responsible Party Name, Phone & Address)
16. Vessel/Facility Agent(s) (Name & Phone)
17. Name of Carrier
18. Number & Type of Injuries or Fatalities
19. Who is on-scene
20. What response activities are being done or have been completed
21. Whether Evacuations have occurred
22. Estimated Dollar amount of Property Damage
23. Other Agencies Notified